

CHAPTER 4  
ASSOCIATE REAL PROPERTY APPRAISER

[Prior to 2/20/02, see rule 193F—3.6(543D)]

**193F—4.1(543D) Associate real property appraiser.**

**4.1(1)** The classification of associate appraiser shall be used to refer only to individuals who have completed the necessary educational requirements and successfully passed the appropriate examination but who do not meet the experience requirements for certification.

**4.1(2)** An applicant seeking registration as an associate appraiser shall meet the educational requirements for one of the following examinations:

- a.* Certified residential real property appraiser, pursuant to 193F—subrule 5.1(1).
- b.* Certified general real property appraiser, pursuant to 193F—subrule 6.1(1).

**4.1(3)** An applicant for the associate appraiser classification, after completing the educational requirements, shall apply to the board to take the appropriate examination by completing an examination application provided by the board, providing proof of completion of educational requirements and paying the appropriate examination application fee.

**4.1(4)** The associate appraiser shall be subject to the Uniform Standards of Professional Appraisal Practice.

**193F—4.2(543D) Supervision.** The associate appraiser shall be subject to direct supervision by a supervising appraiser who shall be certified and in good standing. The scope of practice for the associate appraiser classification is the appraisal of those properties that the supervising appraiser is permitted to appraise. To obtain a certified residential real property appraiser certificate, the associate appraiser shall accumulate a total of 2500 hours of appraisal experience in not less than 24 months. To obtain a certified general real property appraiser certificate, the associate appraiser shall accumulate a total of 3000 hours of appraisal experience, of which at least 1500 hours must be nonresidential, in not less than 30 months.

**4.2(1)** The supervising appraiser shall be responsible for the training and direct supervision of the associate appraiser by:

- a.* Accepting full responsibility for the appraisal report by signing and certifying that the report is in compliance with USPAP;
- b.* Reviewing the associate appraiser reports;
- c.* Personally inspecting each appraised property with the associate appraiser until the supervising appraiser determines that the associate appraiser is competent in accordance with USPAP for the property type;
- d.* Keeping copies of associate appraiser reports for a period of at least five years or at least two years after final disposition of any judicial proceeding in which testimony was given, whichever period expires last;
- e.* At least monthly, reviewing and signing the appraisal log required to be kept by the associate appraiser.

**4.2(2)** The associate appraiser may have more than one supervising appraiser.

**4.2(3)** An appraisal log shall be maintained by the associate appraiser and shall, at a minimum, include the following for each appraisal:

- a.* Type of property;
- b.* Date of report;
- c.* Address of appraised property;
- d.* Description of work performed;
- e.* Number of work hours;
- f.* Signature of supervising appraiser.

**4.2(4)** Separate appraisal logs shall be maintained for each supervising appraiser.

**4.2(5)** An associate appraiser shall comply with the continuing education requirements of 193F IAC 11 of the board's administrative rules.

**193F—4.3(543D) Upgrading an associate appraiser registration.** Upon completion of 2500 hours of experience in not less than 24 months to upgrade to a certified residential real property appraiser, or 3000 hours of experience, of which at least 1500 hours must be nonresidential experience under a certified general appraiser, in not less than 30 months to upgrade to a certified general real property appraiser, an associate appraiser may apply for an upgrade by submitting the following:

1. A completed application on a form provided by the board;
2. A copy of the appraisal log(s) from which one or more appraisals may be selected for review by a reviewer approved by the board;
3. The associate appraiser registration;
4. The appropriate fee;
5. A written request to upgrade.

**193F—4.4(543D) Issuance of a certificate.**

**4.4(1)** Upon review of the application and documentation, the board shall issue the appropriate certificate to the applicant.

**4.4(2)** The board may deny an application based on disciplinary action taken against an associate appraiser.

These rules are intended to implement Iowa Code sections 272C.3(1) "a," 543D.5, 543D.7, 543D.8 and 543D.9.

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